

VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. 05-50(KT)		Opening Date 4/20/05	Closing Date *OUF	U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)
# Posns One	Position Title Medical Instrument Technician (Diagnostic Ultrasound)		PD Number 9601O	Pay Plan, Series, Grade GS-649-9
Service Radiology Service		Promotion Potential None	Salary Range \$63,556 - \$71,032 per annum	
Duty Station Palo Alto, CA		Tour of Duty Monday-Friday, 8:30am – 5:00pm, may be subject to change		
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ ____ hrs/wk		Subject to Bargaining Unit <input checked="" type="checkbox"/> Yes-Minimum posting: 15 work days <input type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (First-time supervisors subject to 1 year)
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE <input type="checkbox"/> Term NTE ____		Subject to Drug Testing <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (See notes below)
Travel and/or relocation expenses <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement.		
		Relocation bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	Recruitment bonus <input checked="" type="checkbox"/> is authorized <input type="checkbox"/> is not authorized	
Area of Consideration – For information on application procedures, see section on ‘HOW TO APPLY’ <input checked="" type="checkbox"/> PUBLIC - All interested and qualified candidates. NOTES: Position(s) are in the Excepted Service and will be filled under Title 38 U.S.C. U.S. Citizenship is required. If applicable, non-citizens may be appointed when no qualified U.S. citizens are available in accordance with regulations issued by the Under Secretary of Health.				
Point of Contact – Inquiries should be directed to the following individual at (650) 858-3951. Kate Legler-Saalfeld, Human Resources Specialist				
REASONABLE ACCOMMODATION				
This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.				
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT				

*Open Until Filled – **First cutoff** will be 5/10/05 and every two weeks after.

DUTIES: Primarily performs diagnostic ultrasound examinations in the department, wards and operating rooms for subsequent evaluation and treatment by attending physicians. Responsible for performing all ultrasound techniques and examinations, to include abdominal, retroperitoneal, carotid, thyroid, scrotal and other anatomical areas. Responsible for performing assistance in minor surgical procedures which utilize ultrasound modality for guidance or localization. Such procedures may include cyst aspiration or cyst puncture, biopsies, thoracentesis, etc. As workload or personnel absences dictate, performs clerical, reception and/or fileroom duties as needed. Coordinates performance or actions of medical clerks, lower grade technologists or radiology residents when ultrasound procedures or task requires. Maintains records of patients treated, examinations performed, procedures or technical data, procedure time and patient monitoring date (such as blood pressure, drugs administered or unusual occurrences). Maintains, when required, coordination of patient procedure scheduling, allowing for optimal patient flow while prioritizing emergency and additional requested examinations.

QUALIFICATION REQUIREMENTS: One (1) full year of specialized experience equivalent to at least the next lower grade level. Specialized experience is experience in operating, supervising the operation of, or instructing in the operation of equipment related to the particular specialization for which application is made. When satisfied, applicants must also meet any Mandatory (Selective Placement) Factors listed. Status applicants must also meet time in grade requirements and time after competitive appointment requirements by the closing date of this announcement.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: Two (2) full years of graduate education or a master's degree directly related to the position. To qualify based on education, you **MUST** submit a copy of your transcript or list of courses with credit hours, major (s), and grade-point average or class ranking. Application materials will not be returned.

VOLUNTEER EXPERIENCE: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

BASIS OF RATING: Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. Provide, on a separate sheet of paper, a

DETAILED description of your experience as related to the knowledge, skills and abilities listed below. Incomplete, vague, or contradictory information may affect your rating.

1. ABILITY to perform diagnostic ultrasound examinations.
2. ABILITY to perform spot film examinations using contrast media.
3. KNOWLEDGE AND ABILITY to maintain ultrasonography equipment.
4. ABILITY to communicate orally.

ADDITIONAL NOTES:

Notes: Funds Availability: The position being filled is subject to the availability of funds.

- ◇ Funds Availability: The position is subject to the availability of funds.
- ◇ Additional Vacancies: This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ U.S. Citizenship: If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ Update Of Qualifications: VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement*.
- ◇ Promotion Potential: If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ Time-In-Grade Requirement: Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ English Language Proficiency: If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ TB Skin Screen Test: All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ Physical / Medical Standards: If applicable, candidates will be required to pass a physical examination.
- ◇ Drug Testing Position: All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ Direct Deposit / Electronic Funds Transfer: It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

HOW TO APPLY: All eligible Candidates Must Submit:

1. VA Form 10-2850c – Application for Associated Health Occupations
2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. Licensure - Be licensed or certified at the Master's level to independently practice social work in a state.
4. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
5. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
6. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
7. College Transcripts – You must submit a copy of transcripts.
8. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

APPLICATIONS SHOULD BE MAILED TO: VA Palo Alto Health Care System
Human Resources Management Service (05A)
3801 Miranda Avenue
Palo Alto, CA 94304